



CHECKLIST FOR SUBMITTING LIHTC PROJECT FOR CITY OF GLENDALE REVIEW

This checklist has been developed to assist you with navigating the Low Income Housing Tax Credit (LIHTC) review process in the City of Glendale, Arizona. You must complete each step of this check list in order for your LIHTC project to be reviewed by the City. Failure to do so will result in a disqualification of your application for review.

- ☐ You are preparing to submit all required Arizona Department of Housing QAP forms. You have consulted with the Arizona Department of Housing (ADOH), understand the requirements as stated in the QAP, and plan to submit a request for an allocation of eligible tax credits for your projects. All ADOH QAP forms are located at www.housingaz.com.
- ☐ You will submit a complete City of Glendale application for LIHTC review and all related forms, 30 days prior to the state deadline. The City application and its directions can be downloaded at www.Glendaleaz.com.
- ☐ You will submit any additional forms related QAP forms provided by ADOH that require local review. These may include Form 10 to verify appropriate zoning of the project and/or Form 23, which is used to determine if the project is located in the city's revitalization zone.
- ☐ In addition to the forms referenced above, you will submit a total of four (4) hard copies and one (1) electronic .pdf version of the completed market study as required in the QAP.

Upon completion of review (which will take a minimum of 10 business days from the date of submittal), the City the City of Glendale will provide a copy of its review, in addition to a Letter of Acknowledgement. The Letter of Acknowledgement will be sent directly to the applicant, who in turn, will include it as a part of its complete QAP application to the ADOH.

Once submitted to the ADOH, the entire application will then be reviewed. As a part of this review, the ADOH will directly send the City a Community Assessment Form. The Community Assessment Form will be signed by the City Manager (or designee) stating the market study and application have been reviewed and project is supported by the city. The Community Assessment Form will be returned by the requested due date, as requested by ADOH.

If you have any questions, please contact the City of Glendale Community Revitalization at
623-930-3670